

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

POSITION: Term Law Clerk to United States Bankruptcy Judge

DUTY STATION: New Haven, Connecticut

TERM START DATE: September 1, 2022

TERM END DATE: August 31, 2023

SALARY: \$76,961 to \$92,245

Note: The starting salary will be determined by the Administrative Office of United States Courts depending on years of legal experience and other factors. An applicant who has graduated from law school, been admitted to a state bar and performed one year of qualifying legal work might start at Grade 12, Step 1 of the Judiciary Salary Plan for NY-NJ-CT-PA.

Position and Term. Applications are being accepted for the position of term law clerk to a United States Bankruptcy Judge. The term of appointment is for one (1) year, with the possibility for an extension of an additional year.

How to Apply. Applications should be submitted through OSCAR (<https://oscar.uscourts.gov>) to United States Bankruptcy Judge Ann M. Nevins. Applications will not be accepted by mail, fax or email.

General Duties. The Term Law Clerk will report directly to the judge and will collaborate with the Career Law Clerk. Responsibilities include: legal research, preparation of bench memoranda prior to hearings and trials; preparation of draft orders and opinions; maintenance of court calendar deadlines; court attendance during hearings and trials; assistance with law student intern programs; and, other duties as prescribed by the judge and the Career Law Clerk.

Benefits. This position will be eligible for health and life insurance coverage and participation in the Judiciary's supplemental benefits program.

Qualifications. An eligible candidate must be a law school graduate with a strong academic background, be admitted to and in good standing with a state bar, and have substantial research and writing experience. The successful candidate will be able to meet strict deadlines within a fast-paced environment and to work both independently and as a team player. Strong writing skills and computer literacy of every kind is assumed and will be essential to success in the position. Prior bankruptcy experience is preferred but not required. Post-law school experience of at least one (1) year is preferred. See posting on <https://oscar.uscourts.gov> for other important information.

Additional Information for Applicants. Only qualified applicants will be considered or interviewed for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the candidate selected for this position will be subject to a background investigation and will be fingerprinted.

Law clerks are expected to have reliable, high-speed internet for use with court-provided laptops and other equipment for remote work. Judge Nevins requires law clerks to be fully vaccinated with all COVID-19 vaccine or COVID-19-variant vaccine booster shots recommended by the CDC.

The Term Law Clerk position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the United States Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court.

The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. The United States Bankruptcy Court for the District of Connecticut is an Equal Opportunity Employer.